



Using the DRS Web-Based Services

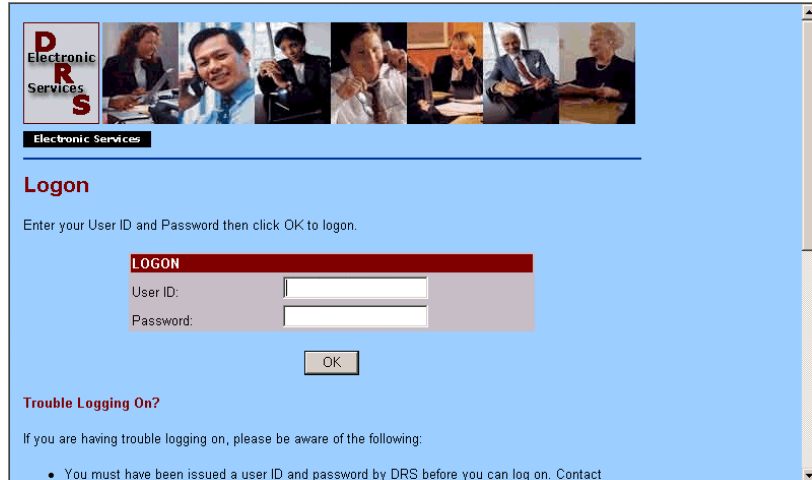
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Using the DRS Web-Based Services

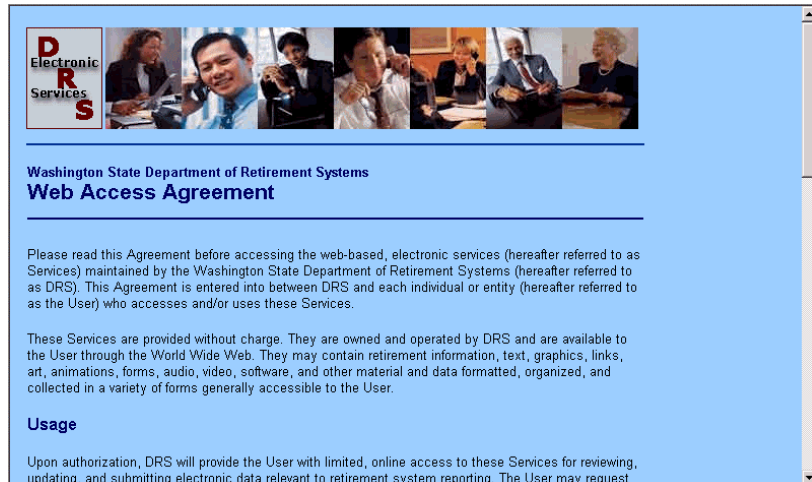
Logging on for the First Time

1. From the Logon screen, type your user ID and password and click OK. Your user ID and password are provided to you by DRS. The password is case sensitive and must be typed exactly as written.

Note: The URL address for the Logon screen is: <https://fortress.wa.gov/drs/eservices/>



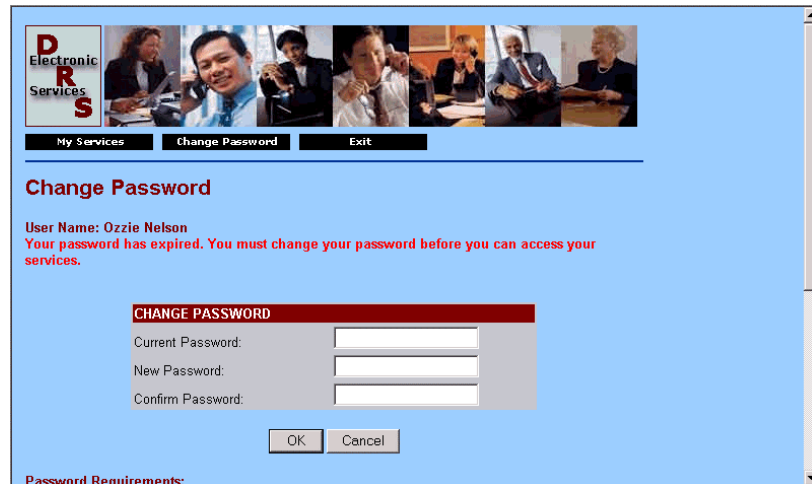
2. Read and accept the Web Access Agreement. The access agreement spells out your responsibilities when using the DRS electronic services. Read through the agreement. At the bottom of the page, click Accept.



Using the DRS Web-Based Services

3. Change the initial logon password.

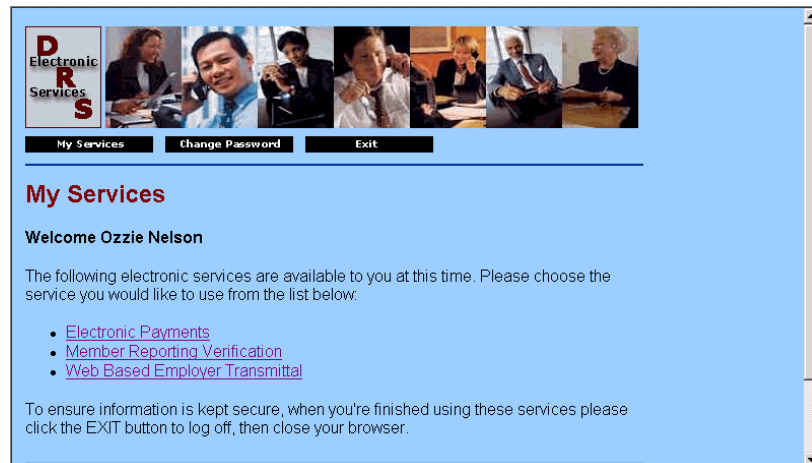
Type the password you received from DRS in the Current Password box. Come up with your own password that meets the specific requirements. Type it once in the New Password box and again in the Confirm Password box. Click OK. (A box will display to verify the change. Click OK again.)



The screenshot shows the 'Change Password' page of the DRS web-based services. At the top, there is a header with the 'DRS Electronic Services' logo and a navigation bar with 'My Services', 'Change Password', and 'Exit' buttons. Below the header, the page title is 'Change Password'. A message states: 'User Name: Ozzie Nelson. Your password has expired. You must change your password before you can access your services.' Below this is a form titled 'CHANGE PASSWORD' with three input fields: 'Current Password:', 'New Password:', and 'Confirm Password:'. There are 'OK' and 'Cancel' buttons at the bottom of the form. At the very bottom, there is a section for 'Password Requirements:'.

4. Access the applications from the My Services screen.

The My Services screen lists all the applications you have been authorized to use. They are listed alphabetically. To access an application, click on the appropriate link.



The screenshot shows the 'My Services' page of the DRS web-based services. At the top, there is a header with the 'DRS Electronic Services' logo and a navigation bar with 'My Services', 'Change Password', and 'Exit' buttons. Below the header, the page title is 'My Services'. A message states: 'Welcome Ozzie Nelson'. Below this, a message says: 'The following electronic services are available to you at this time. Please choose the service you would like to use from the list below.' There is a bulleted list of services: 'Electronic Payments', 'Member Reporting Verification', and 'Web Based Employer Transmittal'. At the bottom, a message states: 'To ensure information is kept secure, when you're finished using these services please click the EXIT button to log off, then close your browser.'

Using the DRS Web-Based Services

Checking an Employee's Retirement Membership

1. Access the Member Reporting Verification (MRV) application.

The main screen is called Member Search. The radio button for Membership will be selected by default. Type a Social Security Number, select your organization (if it is not shown), and click the Search button.

Washington State Department of Retirement Systems
MEMBER REPORTING VERIFICATION

Member Search

[My Services](#)
[Member Search](#)
[Help](#)
[Exit](#)

Select One:
☐ Earnings
☒ Membership

SSN:

Organization:

Please select the earnings or membership radio button, enter the employee's SSN and select the appropriate organization (if necessary). Click the Search button to display results.

Employer Support Services
1-800-547-6657 ext. 47200; or 360-664-7200, option 2'
drsemployer@drs.wa.gov
Monday - Friday, 8:00 AM - 5:00 PM (PST)

2. If the employee has NO prior retirement membership...

You will see a message that says no retirement membership history was found for this individual. If the employee has been hired into a retirement-eligible position, you will need to report him/her on your transmittal.

Washington State Department of Retirement Systems
MEMBER REPORTING VERIFICATION

Member Search

[My Services](#)
[Member Search](#)
[Help](#)
[Exit](#)

SEARCH RESULTS

No previous membership history found for this social security number.

Select One:
☐ Earnings
☒ Membership

SSN:

Organization:

Please verify that the Social Security Number is correct.

- If the Social Security Number is not correct, resubmit the search.
- If the Social Security Number is correct, please click on Help above for information about reporting new members in a retirement system.

Employer Support Services
1-800-547-6657 ext. 47200; or 360-664-7200, option 2'
drsemployer@drs.wa.gov
Monday - Friday, 8:00 AM - 5:00 PM (PST)

Using the DRS Web-Based Services

3. If the employee has prior retirement membership...

The screen will display membership details such as the retirement system and plan, the entry date, the retirement date, and the withdrawal date. If the employee is a member in more than one retirement system, the most recent membership will be listed first. If the employee has prior employment history with your organization, the begin and end date for each employment period will also display.

Washington State Department of Retirement Systems
MEMBER REPORTING VERIFICATION

[My Services](#)
[Member Search](#)
[Help](#)
[Exit](#)

Member Search

SEARCH RESULTS

Select One:
☐ Earnings
☒ Membership

SSN: 111223366
Organization: MARTHA CITY OF

Search

SSN: 111-22-3366 Name: PEPPER, SARGEANT

Membership Dates

System/Plan: **PERS 1** Active
Entry Date: 07/01/1962 Retire: Withdraw: Transfer: SERS Conversion:

Prior Employment History with MARTHA CITY OF

Dept Number	Begin	End
5017	08/17/1992	

The information about this Social Security Number is based on employment history received by DRS via transmittal reports and can change.

Employer Support Services

Using the DRS Web-Based Services

Verifying an Employee's Retirement Earnings

1. Access the Member Reporting Verification (MRV) application.

The main screen is called Member Search. The radio button for Membership will be selected by default. Click on the Earnings radio button, type a Social Security Number, select your organization (if it is not shown), and click the Search button.

Washington State Department of Retirement Systems
MEMBER REPORTING VERIFICATION

Member Search

[My Services](#)
[Member Search](#)
[Help](#)
[Exit](#)

Select One:
☒ Earnings
☐ Membership

SSN:

Organization: MARTHA CITY OF

Search

Please select the earnings or membership radio button, enter the employee's SSN and select the appropriate organization (if necessary). Click the Search button to display results.

Employer Support Services
1-800-547-6657 ext. 47200; or 360-664-7200, option 2
drsemployer@drs.wa.gov
Monday - Friday, 8:00 AM - 5:00 PM (PST)

2. If the employee has retirement earnings at your organization...

The screen will display earnings reported for the employee. It will not display earnings data that is more than 24 months old unless the employee earnings have been retrieved from archives. (See step 4.) It will not display earnings reported by other organizations.

Washington State Department of Retirement Systems
MEMBER REPORTING VERIFICATION

Member Search

[My Services](#)
[Member Search](#)
[Help](#)
[Exit](#)

Select One:
☒ Earnings
☐ Membership

SSN: 111223333

Organization: MARTHA CITY OF

Search

SEARCH RESULTS

SSN: 111-22-3333 Sys/Plan: PERS 1 Name: WOODS, NORWEGIAN A

Year: 2003 View By: Calendar Yr Expand All Months

Earn Mo/Yr	Compnstn	Mbr Contr	Hours	Status	Type
01/2003	6,232.00	373.92	160.0	A	03
02/2003	6,232.00	373.92	160.0	A	03
03/2003	6,232.00	373.92	160.0	A	03
04/2003	6,232.00	373.92	164.0	A	03
05/2003	6,232.00	373.92	168.0	A	03
06/2003					
07/2003					
08/2003					
09/2003					
10/2003					
11/2003					
12/2003					
Total	31,160.00	1,869.60	832.0		Rpt Grp: 5017

Using the DRS Web-Based Services

3. If you want to change the earnings display... The screen allows you to view information in different ways.

- Use the Year drop-down to view data for a different year.
- Use the View By drop-down to change to or from a calendar year, fiscal year, or school year view.
- Click the Expand All button to show details for all months, or click on a given earning month to show details for that month.

Washington State Department of Retirement Systems
MEMBER REPORTING VERIFICATION

[My Services](#)
[Member Search](#)
[Help](#)
[Exit](#)

Member Search

SEARCH RESULTS

Select One:
☒ Earnings
☐ Membership

SSN: 111223333
Organization: MARTHA CITY OF

Search

SSN: 111-22-3333 Sys/Plan: PERS 1 Name: WOODS, NORWEGIAN A

Year: 2003 View By: Calendar Yr Collapse All Months

Earn Mo/Yr	Compnstn	Mbr Contr	Hours	Status	Type
01/2003	6,232.00	373.92	160.0	A	03
Transact Date Rpt Mo/Yr					
01/30/2003 01/2003	6,232.00	373.92	160.0	A	03
02/2003	6,232.00	373.92	160.0	A	03
Transact Date Rpt Mo/Yr					
02/27/2003 02/2003	6,232.00	373.92	160.0	A	03
03/2003	6,232.00	373.92	160.0	A	03
Transact Date Rpt Mo/Yr					
03/27/2003 03/2003	6,232.00	373.92	160.0	A	03
04/2003	6,232.00	373.92	164.0	A	03
Transact Date Rpt Mo/Yr					
04/29/2003 04/2003	6,232.00	373.92	164.0	A	03
05/2003	6,232.00	373.92	168.0	A	03
Transact Date Rpt Mo/Yr					
05/30/2003 05/2003	6,232.00	373.92	168.0	A	03

4. If the employee has earnings data for prior years...

Select Prior Yrs in the Year drop-down list. You will see information about requesting a retrieval of earnings information. Click on the e-mail link to initiate the request. Once earnings have been retrieved, you can use the application to view the employee's full earnings history for your organization.

Washington State Department of Retirement Systems
MEMBER REPORTING VERIFICATION

[My Services](#)
[Member Search](#)
[Help](#)
[Exit](#)

Member Search

SEARCH RESULTS

Select One:
☒ Earnings
☐ Membership

SSN: 111223333
Organization: MARTHA CITY OF

Search

SSN: 111-22-3333 Sys/Plan: PERS 1 Name: WOODS, NORWEGIAN A

Year: Prior Yrs

Earnings information for this individual has been archived for prior years. To request to have this information retrieved from archives, send an e-mail to drsemployer@drs.wa.gov. Please be aware that information sent via e-mail can be viewed by others.

No earnings information is available online prior to 1975. If you have need to retrieve earning detail for an earning period prior to 1975, please contact Employer Support Services for assistance.

Note: If a request is made prior to 10:30 AM, data will be retrieved by 2:00 PM that same day. If a request is made after 10:30 AM, data will be available by 6:00 AM the following business day.

Employer Support Services
1-800-547-6657 ext. 47200, or 360-664-7200, option 2"

Using the DRS Web-Based Services

5. If the employee is a Plan 3 member...

You will see a button for Member Contributions. Click on the button to display a pop-up window that shows the defined contribution amounts that have been reported for the employee. The information is displayed by transaction date with the most recent date first.

Washington State Department of Retirement Systems
MEMBER REPORTING VERIFICATION

Member Search

SEARCH RESULTS

Select One:
☒ Earnings
☐ Membership

SSN: 555-44-3333
Organization: [Organization Name]

Sys/Plan: PERS 3
Year: 2003
View By: Calendar Yr

Earn Mo/Yr	Compstn
01/2003	2,794.99
02/2003	2,771.00
03/2003	2,945.50
04/2003	2,829.00
05/2003	2,829.00
06/2003	2,839.00
07/2003	
08/2003	
09/2003	
10/2003	
11/2003	
12/2003	
Total	17,008.49

Transact Date: 07/01/2003, 05/30/2003
Contribn Type: Taxed
Amount: \$141.95, \$141.45
Invst Program: SELF, SELF

Close Window

Rpt Grp: 5017

6. If the employee has NO employment history at your organization...

You will see a message that says this individual has no earnings history with your organization. If this doesn't seem right, check the SSN as maybe it was typed incorrectly, then resubmit the search.

Washington State Department of Retirement Systems
MEMBER REPORTING VERIFICATION

Member Search

SEARCH RESULTS

The requested Member has no history with the selected Employer

Select One:
☒ Earnings
☐ Membership

SSN: 111223344
Organization: MARTHA CITY OF [Organization Name]

Search

Employer Support Services
1-800-547-6657 ext. 47200; or 360-664-7200, option 2
drsemployer@drs.wa.gov
Monday - Friday, 8:00 AM - 5:00 PM (PST)

Using the DRS Web-Based Services

Submitting a Deferred Compensation Report

1. Access the Web-Based Employer Transmittal (WBET) application.

The Report Listing screen lists DCP reports first, then regular retirement reports, then correction retirement reports. Click the Select button next to the report you want to work with. It will take a few seconds as the application downloads data.

2. Use the Change Report screen to view changes from the last report.

If a new participant has enrolled in DCP or an existing participant has requested a deferral change, you are notified of the change on this screen. You will see the new deferral amount and the effective pay date. If there have been no changes since your last report, a message will show that.

Using the DRS Web-Based Services

3. Go to the Deferral Detail screen to enter deferral amounts.

This screen shows the deferral amounts expected for each participant. If you change a deferral amount, when you click Save, the total shown at the top of the screen is updated.

Washington State Department of Retirement Systems
WBET (DEFERRED COMPENSATION)

Participant Deferral Detail

MARTHA CITY OF
Report Group: 699T51 (DCP)
Report Period: 05/2003
Report Version: 1 of 1

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[Change Report](#)
[Deferral Detail](#)
[Printable Report](#)
[Help](#)
[Exit](#)

Save Submit Search for SSN: Find

Total Deferral Amount: 12,148.66

SSN: 222-33-4444 Name: ALLEN, LAWRENCE OLIVER	Update Participant Info
<input type="checkbox"/> Record Complete <input type="checkbox"/> Deferral Temporarily Suspended	Deferral Amount: 60.00
SSN: 333-44-5555 Name: APPLEBY, WILLIAM ALAN	Update Participant Info
<input type="checkbox"/> Record Complete <input type="checkbox"/> Deferral Temporarily Suspended	Deferral Amount: 150.00
SSN: 444-55-6666 Name: BECK, CASEY ARTHUR	Update Participant Info
<input type="checkbox"/> Record Complete <input type="checkbox"/> Deferral Temporarily Suspended	Deferral Amount: 400.00

—To temporarily suspend a deferral...

Check the Deferral Temporarily Suspended box. The Deferral Amount will go to zero. When you submit the report to DRS, the participant's deferral will be changed to zero and will remain zero on subsequent reports until you uncheck the box. When the box is unchecked, the last deferral amount on record will be reinstated for the participant.

Washington State Department of Retirement Systems
WBET (DEFERRED COMPENSATION)

Participant Deferral Detail

MARTHA CITY OF
Report Group: 699T51 (DCP)
Report Period: 05/2003
Report Version: 1 of 1

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[Deferral Detail](#)
[Printable Report](#)
[Help](#)
[Exit](#)

Save Submit Search for SSN: Find

Total Deferral Amount: 12,148.66

SSN: 222-33-4444 Name: ALLEN, LAWRENCE OLIVER	Update Participant Info
<input type="checkbox"/> Record Complete <input type="checkbox"/> Deferral Temporarily Suspended	Deferral Amount: 60.00
SSN: 333-44-5555 Name: APPLEBY, WILLIAM ALAN	Update Participant Info
<input type="checkbox"/> Record Complete <input checked="" type="checkbox"/> Deferral Temporarily Suspended	Deferral Amount: 0.00
SSN: 444-55-6666 Name: BECK, CASEY ARTHUR	Update Participant Info
<input type="checkbox"/> Record Complete <input type="checkbox"/> Deferral Temporarily Suspended	Deferral Amount: 400.00

Using the DRS Web-Based Services

—To enter a termination date or to update profile information...

Click on the Update Participant Info button to go to the Update Participant Information screen. You can enter an employment termination date or update a participant's name, address or birth date. Click Save & Return to save the changes and return to the Deferral Detail screen.

Washington State Department of Retirement Systems
WBET (DEFERRED COMPENSATION)

Update Participant Information

MARTHA CITY OF
Report Group: 899T51 (DCP)
Report Period: 05/2003
Report Version: 1 of 1

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[Exit](#)

Use this screen to modify information for the participant. Fields with a red * must be completed. After you have made any changes, click the Save & Return button. If a participant has a foreign address, please contact DRS for assistance.

Participant Information

Social Security No: 444-55-6666 Employment Termination Date: (MM/DD/YYYY)

Name

First Name: *
Mid Name/Initial:
Last Name: *

4. Use the Deferral Detail screen to submit the report.

When you are ready, click the Submit button to send the report to DRS. You will be taken to the Printable Report screen.

Washington State Department of Retirement Systems
WBET (DEFERRED COMPENSATION)

Participant Deferral Detail

MARTHA CITY OF
Report Group: 899T51 (DCP)
Report Period: 05/2003
Report Version: 1 of 1

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[Deferral Detail](#)
[Printable Report](#)
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[Exit](#)

 Search for SSN:

Total Deferral Amount:

SSN: 222-33-4444 Name: ALLEN, LAWRENCE OLIVER	<input type="button" value="Update Participant Info"/>
<input type="checkbox"/> Record Complete <input type="checkbox"/> Deferral Temporarily Suspended	Deferral Amount: <input type="text" value="60.00"/>
SSN: 333-44-5555 Name: APPLEBY, WILLIAM ALAN	<input type="button" value="Update Participant Info"/>
<input type="checkbox"/> Record Complete <input checked="" type="checkbox"/> Deferral Temporarily Suspended	Deferral Amount: <input type="text" value="0.00"/>
SSN: 444-55-6666 Name: BECK, CASEY ARTHUR	<input type="button" value="Update Participant Info"/>
<input type="checkbox"/> Record Complete <input type="checkbox"/> Deferral Temporarily Suspended	Deferral Amount: <input type="text" value="400.00"/>

Using the DRS Web-Based Services

5. Use the Printable Report screen to save a copy for your records.

This screen shows any changes you made to the report. To print a paper copy, click the Print button. To save an electronic copy in pdf format, click the Save Copy to Disk button. (Pop-up windows will display for completing the print or save action.)

Washington State Department of Retirement Systems
WBET (DEFERRED COMPENSATION)

Employer Transmittal Printable Report

MARTHA CITY OF
Report Group: 699T51 (DCP)
Report Period: 05/2003
Report Version: 1 of 1
Report Status: Submitted (5/2/2003 11:39:31 AM by B. E)

**Your changes have been successfully saved.
The report has been successfully submitted for processing.
REMINDER: Don't forget to save and/or print the report.**

Print Save Copy to Disk To Pay By Check To Make ePayment

To print a paper copy of the report, click the 'Print' button.
To save an electronic copy to a file, click the 'Save Copy to Disk' button.

Participant Information		Deferral Amount
222-33-4444	ALLEN, LAWRENCE OLIVER	60.00
333-44-5555	APPLBY, WILLIAM ALAN Deferral Temporarily Suspended	0.00

6. Make payment by check or electronically.

- If you're paying by check, click To Pay by Check. On the Printable Payment Advice screen, enter the payment number then print the screen. Mail the completed payment advice along with payment to DRS.
- If you're paying electronically, click To Make ePayment. You can use the ePay screens to submit electronic payment.

Washington State Department of Retirement Systems
WBET (DEFERRED COMPENSATION)

Printable Payment Advice

MARTHA CITY OF
Report Group: 699T51 (DCP)

Print Save Copy to Disk

This screen provides a printable payment advice for DCP dollars. To make payment to DRS:

1. Enter the payment number below and print the screen or save a copy to disk. (If the payment number is not available, print this screen and enter the payment number by hand.)
2. Mail the completed payment advice along with payment to the address shown below.

Deferred Compensation Program Payment			
Payment Number	Report Period	Report Version	Amount
	05/2003	1 of 1	11,998.66

Using the DRS Web-Based Services

Submitting a Regular Retirement Report

1. Access the Web-Based Employer Transmittal (WBET) application.

The Report Listing screen lists DCP reports first, then regular retirement reports, then correction retirement reports. Click the Select button next to the report you want to work with. It will take a few seconds as the application downloads data.

	Rpt Group	System	Rpt Period	Version	Status
Deferred Compensation Reports					
Select	899T51	DCP	07/2003	1 of 1	Ready to Begin
Regular Retirement Transmittal Reports					
Select	5017	PERS	07/2003	1 of 1	Ready to Begin
Select	B057	LEOFF	07/2003	1 of 1	Ready to Begin
Correction Retirement Transmittal Reports					
Select	5017	PERS			Ready to Begin
Select	B057	LEOFF			Ready to Begin

Employer Support Services
1-800-547-6657 ext. 47200; or 360-664-7200
drsemployer@drs.wa.gov
Monday - Friday, 8:00 AM - 5:00 PM (PST)

2. Use the Report Summary screen to enter summary totals.

In the boxes on the left-hand side of the screen, enter the total compensation, member contributions, and hours (or days) for each plan. Grand totals are calculated for you. When you have entered the amounts, click Save.

Summary Totals Entered by Employer		Summary Totals Calculated per Report Detail	
Compensation		Compensation	
Plan 1	0.00	Plan 1	3,000.00
Plan 2	0.00	Plan 2	87,000.00
Plan 3	0.00	Plan 3	3,000.00
Total	0.00	Total	93,000.00
Member Contributions		Member Contributions	
Plan 1	0.00	Plan 1	180.00

Using the DRS Web-Based Services

3. Use the Earning Detail screen to update employee information.

This screen shows what was reported previously for each employee. Review the status code, hours, and compensation for each employee and make any changes necessary. Member and employer contributions are calculated for you based on the compensation entered.

Washington State Department of Retirement Systems
WBET (REGULAR RETIREMENT)

Employee Earning Detail

MARTHA CITY OF - 5017 (PERS)
Report Period: 07/2003
Report Version: 1 of 1

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[Printable Report](#)
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[Exit](#)

Save Save & Edit Report Ignore Warnings Search for SSN: Find

Pages: 1 2

SSN: 111-22-7777 Name: WEST, MAE Add Earning Period
Remove Employee Record From This Report Update Member Info

Delete Earnings Earning Period: 07/2003 Plan: 1 Compensation: 3,000.00
Record Complete Type: 03 Status: A Hours: 150.0 Member Cont.: 180.00
Employer Cont.: 39.60

[To Top of Page](#) [Save](#)

—To add an earning record...

Click the Add Earning Period button to go to the Add Earning Period screen. Enter the earning period, hours (or days for TRS 1), compensation, status and type code.

- To add a single earning record, click Save & Return. The change will be saved and you'll return to the Earning Detail screen.
- To add multiple earning records, click Save & Continue. You'll stay on this screen and can add other records. On the last record, click Save & Return.

Washington State Department of Retirement Systems
WBET (REGULAR RETIREMENT)

Add Earning Period

MARTHA CITY OF - 5017 (PERS)
Report Period: 07/2003
Report Version: 1 of 1

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Save & Return Save & Continue Reset Fields Return

Enter earning information. To save and return to the Earning Detail screen, click 'Save & Return'. To save and continue adding earning information, click 'Save & Continue'.

SSN: 111-22-7777 Name: WEST, MAE
Plan: 1 Earning Period: 06/2003 (MM/YYYY) Hours: 0.0 Compensation: 0.00
Status: A Type: 03

Employer Support Services
1-800-547-6657 ext. 47200, or 360-664-7200
drsemployer@drs.wa.gov
Monday - Friday, 8:00 AM - 5:00 PM (PST)

Using the DRS Web-Based Services

—To enter an end date or to update profile information...

Click the Update Member Info button to go to the Update Member Information screen. You can enter an end date, update a member's name or address, update Plan 3 rate option or investment program, or update a member's birth date. When done, click Save & Return to save the changes and return to the Earning Detail screen.

Washington State Department of Retirement Systems
WBET (REGULAR RETIREMENT)

Update Member Information

MARTHA CITY OF - 5017 (PERS)
Report Period: 07/2003
Report Version: 1 of 1

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Modify information as necessary for this member. Fields with red * must be completed. After you have completed your changes, click the Save & Return button. If a member has a foreign address, please contact DRS for assistance.

Member Information

Social Security No: 111-22-7777
Plan: 1

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Eligibility Dates

Eligibility Start Date: 08/17/1992 Eligibility End Date: (MM/DD/YYYY)

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Name

4. Use the Add Employee screen to add employees to the report.

If you're reporting an employee for the first time or are reporting a rehired retiree, input the employee's SSN and the Start Date, then click the Employee Lookup button. If you're adding someone to the report who used to work for you, input just the SSN and no Start Date, then click the Employee Lookup button.

Washington State Department of Retirement Systems
WBET (REGULAR RETIREMENT)

Add Employee to Report

MARTHA CITY OF - 5017 (PERS)
Report Period: 07/2003
Report Version: 1 of 1

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Enter the appropriate information below, then click the Employee Lookup button.

Employee Information

Social Security No: *

If you are reporting an employee for the first time, also enter an Eligibility Start Date.

Start Date: (MM/DD/YYYY)

Employer Support Services
1-800-547-6657 ext. 47200; or 360-664-7200
drsemployer@drs.wa.gov
Monday - Friday, 8:00 AM - 5:00 PM (PST)

Using the DRS Web-Based Services

—If you are reporting a new employee for the first time...

You will go to the Add Member screen. The application will assign the individual to the proper retirement plan. Input the employee's name, address, birth date, and gender. Click the Save & Continue button. The profile information will be saved and you will be taken to the Earning Detail screen.

Washington State Department of Retirement Systems
WBET (REGULAR RETIREMENT)

Add Member to Report

MARTHA CITY OF - 5017 (PERS)
Report Period: 07/2003
Report Version: 1 of 1

[My Services](#)
[Report Listing](#)
[Earning Detail](#)
[Add Employee](#)
[Report Summary](#)
[Printable Report](#)
[Help](#)
[Exit](#)

[Save & Continue](#) [Reset Fields](#)

When reporting an employee for the first time, fields with red * must be completed. After you have completed all of the necessary fields, click the Save & Continue button. If a member has a foreign address, please contact DRS for assistance.

Member Information	
Social Security No:	111-22-3333
Plan:	2

[To Top of Page](#)

Eligibility Start Date	
Eligibility Start Date:	07/01/2003

[To Top of Page](#)

—If you are reporting a rehired retiree...

You will go to the Add Retiree screen. Indicate whether the retiree is returning to an eligible position, an ineligible position, or has elected to return to membership. Click the Save & Continue button. The profile information will be saved and you will be taken to the Earning Detail screen.

Washington State Department of Retirement Systems
WBET (REGULAR RETIREMENT)

Add Retiree to Report

MARTHA CITY OF - 5017 (PERS)
Report Period: 07/2003
Report Version: 1 of 1

[My Services](#)
[Report Listing](#)
[Earning Detail](#)
[Add Employee](#)
[Report Summary](#)
[Printable Report](#)
[Help](#)
[Exit](#)

The member is retired from the following Sys/Plan(s): PERS1

[Save & Continue](#) [Reset Fields](#)

This individual is a retiree. Specify whether or not the position is retirement eligible. Do not select "Return to Active Membership" unless the retiree has notified DRS that he/she has elected to reestablish membership. Fields with red * must be completed.

Retiree Information	
Social Security No:	111-44-8888
Name:	GABLE, CLARK
Start Date:	07/01/2003

Please specify below, whether the position is retirement eligible:*

☒ Eligible position
☐ Ineligible position
☐ Return to Active Membership (retiree must contact DRS if they are reestablishing membership)

—If you are reporting someone who used to work for you...

You will be taken to the Earning Detail screen and can add the earning record.

Using the DRS Web-Based Services

5. Use the Earning Detail screen to edit the report before submitting.

After you have made all the necessary changes to your report, click the Save & Edit Report button. The report data will be edited and any errors will be identified.

Washington State Department of Retirement Systems
WBET (REGULAR RETIREMENT)

Employee Earning Detail

MARTHA CITY OF - 5017 (PERS)
Report Period: 07/2003
Report Version: 1 of 1

[My Services](#)
[Report Listing](#)
[Earning Detail](#)
[Add Employee](#)
[Report Summary](#)
[Printable Report](#)
[Help](#)
[Exit](#)

Save Save & Edit Report ☐ Ignore Warnings Search for SSN: Find

Pages: 1 2

SSN: 111-22-7777 Name: WEST, MAE

Add Earning Period
Update Member Info

☐ Remove Employee Record From This Report

☒ Delete Earnings Earning Period: 07/2003 Plan: 1

Compensation: 3,000.00
Member Cont.: 180.00
Employer Cont.: 39.60

☐ Record Complete Type: 03 Status: A Hours: 150.0

To Top of Page Save

—If there are errors in the report...

You will see the Report Edit Messages screen. A red message indicates a critical error that must be fixed before you can submit the report. A yellow message indicates something that should be reviewed but the report can be submitted with this information.

Washington State Department of Retirement Systems
WBET (REGULAR RETIREMENT)

Report Edit Messages

MARTHA CITY OF - 5017 (PERS)
Report Period: 07/2003
Report Version: 1 of 1

[My Services](#)
[Report Listing](#)
[Earning Detail](#)
[Add Employee](#)
[Report Summary](#)
[Printable Report](#)
[Help](#)
[Exit](#)

The report has been edited and the following problems were found.

A *red edit message indicates an error that must be corrected.

Save & Edit Report ☐ Ignore Warnings

SSN: 111-22-7777 Name: WEST, MAE

Update Member Info

☐ Remove Employee Record From This Report

☒ Delete Earnings Earning Period: 07/2003 Plan: 1

Compensation: 3,000.00
Member Cont.: 180.00
Employer Cont.: 39.60

☐ Record Complete Type: 03 Status: B Hours: 150.0

* Comp, Contrib & Days/Hrs must be 0 with the reported Status Code.

Using the DRS Web-Based Services

—If there are **NO errors in the report...**
You will stay on the Earning Detail screen and a message will indicate the report has been successfully edited.

Washington State Department of Retirement Systems
WBET (REGULAR RETIREMENT)

Employee Earning Detail

MARTHA CITY OF - 5017 (PERS)
Report Period: 07/2003
Report Version: 1 of 1

[My Services](#)
[Report Listing](#)
[Earning Detail](#)
[Add Employee](#)
[Report Summary](#)
[Printable Report](#)
[Help](#)
[Exit](#)

The report has been successfully edited.

Save Save & Edit Report ☐ Ignore Warnings Search for SSN: Find

Pages: 1

SSN: 111-22-7777 Name: WEST, MAE

☐ Remove Employee Record From This Report

☐ Delete Earnings Earning Period: 07/2003 Plan: 1

☐ Record Complete Type: 03 Status: A Hours: 150.0

Compensation: 3,000.00
Member Cont: 180.00
Employer Cont: 39.60

[To Top of Page](#) [Save](#)

6. Use the Report Summary screen to update summary totals and submit the report. If you made changes to the report, you will need to recheck the report summary totals. The totals on the left-hand side of the screen must match the totals on the right-hand side. If they don't match, adjust amounts on the Earning Detail screen or reenter totals on the Report Summary screen. When the totals match, click the Submit Report button.

Washington State Department of Retirement Systems
WBET (REGULAR RETIREMENT)

Employer Transmittal Summary

Employer: MARTHA CITY OF
Report Group: 5017 (PERS)
Report Period: 07/2003
Report Version: 1 of 1
Report Status: Saved

[My Services](#)
[Report Listing](#)
[Earning Detail](#)
[Add Employee](#)
[Report Summary](#)
[Printable Report](#)
[Help](#)
[Exit](#)

Save Submit Report

DETAILED SUMMARY INFORMATION	
Summary Totals Entered by Employer	Summary Totals Calculated per Report Detail
Compensation	Compensation
Plan 1 3,000.00	Plan 1 3,000.00
Plan 2 84,000.00	Plan 2 84,000.00
Plan 3 3,000.00	Plan 3 3,000.00
Total 90,000.00	Total 90,000.00
Member Contributions	Member Contributions
Plan 1 180.00	Plan 1 180.00

Using the DRS Web-Based Services

7. Use the Printable Report screen to save a copy of the report.

This screen provides a record of the information in your report. To print a paper copy, click the Print button. To save an electronic copy in pdf format, click the Save Copy to Disk button. (Pop-up windows will display for completing the print or save action.)

Washington State Department of Retirement Systems
WBET (REGULAR RETIREMENT)

Employer Transmittal Printable Report

Employer: MARTHA CITY OF
Report Group: 5017 (PERS)
Report Period: 07/2003
Report Version: 1 of 1
Report Status: Submitted (7/17/2003 12:19:28 PM by B. Employer)

[My Services](#)
[Report Listing](#)
[Earning Detail](#)
[Add Employee](#)
[Report Summary](#)
[Printable Report](#)
[Help](#)
[Exit](#)

Summary information has been successfully submitted for processing by DRS.
REMINDER: Don't forget to save and/or print the report!

To print a paper copy of the report, click the 'Print Report' button.
To save an electronic copy to a file, click the 'Save Report to Disk' button.

Member Detail Information

Plan 1	
111-22-7777	WEST, MAE
Earn Period: 07/2003	Status: A Type: 03
Compensation	3,000.00
Mr Contrib	180.00
Emp Contrib	39.60
Hours	160.0

Plan 2	
333-448888	FIELD S, W.C.
Earn Period: 07/2003	Status: A Type: 03
Compensation	3,000.00
Mr Contrib	19.50
Emp Contrib	39.60
Hours	160.0

8. Make payment by check or electronically.

- If you're paying by check, click To Pay by Check. On the Printable Payment Advice screen, enter the payment number then print the screen. If you have Plan 3 payments, click Create Plan 3 Payment Advice and complete that screen. Mail the completed payment advices along with payment to DRS.
- If you're paying electronically, click To Make ePayment. You can use the ePay screens to submit electronic payment.

Washington State Department of Retirement Systems
WBET (REGULAR RETIREMENT)

Printable Payment Advice

Employer: MARTHA CITY OF
Report Group: 5017 (PERS)

[My Services](#)
[Report Listing](#)
[Earning Detail](#)
[Add Employee](#)
[Report Summary](#)
[Printable Report](#)
[Help](#)
[Exit](#)

This screen provides a printable payment advice for retirement dollars. To make payment to DRS:

1. Enter the payment number below and print this screen. (If the payment number is not available, print this screen and enter the payment number by hand.)
2. Mail a copy of the completed payment advice along with payment to the address shown below.

Plan 1 & Plan 2 Payment			
Payment Number	Plan	Report Period/Invoice #	Amount
<input type="text"/>	1	07/2003	219.60
<input type="text"/>	1		
<input type="text"/>	1		
<input type="text"/>	1		

Using the DRS Web-Based Services

Submitting a Correction Retirement Report

1. Access the Web-Based Employer Transmittal (WBET) application.

The Report Listing screen lists DCP reports first, then regular retirement reports, then correction retirement reports. Click the Select button next to the report you want to work with.

Washington State Department of Retirement Systems
WEB-BASED EMPLOYER TRANSMITTAL (WBET)

[My Services](#)
[Report Listing](#)
[Help](#)
[Exit](#)

Organization: MARTHA CITY OF

The reports below are available for your organization. Click the Select button to the left of the report to begin.

	Rpt Group	System	Rpt Period	Version	Status
Deferred Compensation Reports					
Select	899T51	DCP	07/2003	1 of 1	Ready to Begin
Regular Retirement Transmittal Reports					
Select	5017	PERS	07/2003	1 of 1	Ready to Begin
Select	B057	LEOFF	07/2003	1 of 1	Ready to Begin
Correction Retirement Transmittal Reports					
Select	5017	PERS			Ready to Begin
Select	B057	LEOFF			Ready to Begin

Employer Support Services
1-800-547-6657 ext. 47200; or 360-664-7200
drsemployer@drs.wa.gov
Monday - Friday, 8:00 AM - 5:00 PM (PST)

2. Use the Add Employee screen to add employees to the report.

When you select a correction report that is Ready to Begin, you will go to the Add Employee screen. If you are making a correction for an employee who is already on your regular retirement report, type the SSN and click the Employee Lookup button. If you are reporting an employee for the first time, type the SSN and Start Date then click Employee Lookup.

Washington State Department of Retirement Systems
WBET (CORRECTION RETIREMENT)

[My Services](#)
[Report Listing](#)
[Earning Detail](#)
[Add Employee](#)
[Report Summary](#)
[Printable Report](#)
[Help](#)
[Exit](#)

MARTHA CITY OF - 5017 (PERS)
Report Period: 06/2003

Employee Lookup Reset Fields

Enter the appropriate information below, then click the Employee Lookup button.

Employee Information

Social Security No. *

If you are reporting an employee for the first time, also enter an Eligibility Start Date.

Start Date: (MM/DD/YYYY)

Employer Support Services
1-800-547-6657 ext. 47200; or 360-664-7200
drsemployer@drs.wa.gov
Monday - Friday, 8:00 AM - 5:00 PM (PST)

Using the DRS Web-Based Services

3. Use the Earning Detail screen to make changes.

- If you need to correct earning information, click Add Earning Period and enter the earnings information.
- If you need to report an end date or update profile information, click Update Member Info and make the changes.
- If you need to add others to the report, go to the Add Employee screen and repeat steps 2 and 3.

Washington State Department of Retirement Systems
WBET (CORRECTION RETIREMENT)

Employee Earning Detail

MARATHA CITY OF - 5017 (PERS)
Report Period: 06/2003

[My Services](#)
[Report Listing](#)
[Earning Detail](#)
[Add Employee](#)
[Report Summary](#)
[Printable Report](#)
[Help](#)
[Exit](#)

The member detail information has been successfully saved.

Save Save & Edit Report ☐ Ignore Warnings Search for SSN: Find

Pages: 1

SSN: 111-11-1122 Name: LEE, BRUCE

Remove Employee Record From This Report

Add Earning Period
Update Member Info

[To Top of Page](#) [Save](#)

Pages: 1

Employer Support Services
1-800-547-6657 ext. 47200; or 360-664-7200
[www.wa.gov/retirement](#)

4. When you're done, save and edit the report.

After you have made all your corrections, click the Save & Edit Report button.

- If there are errors in the report, you will go to the Report Edit Messages screen. You will need to correct any critical errors before submitting the report.
- If there are NO errors, you will stay on the Earning Detail screen and a message will say the report has been successfully edited.

Washington State Department of Retirement Systems
WBET (CORRECTION RETIREMENT)

Employee Earning Detail

MARATHA CITY OF - 5017 (PERS)
Report Period: 06/2003

[My Services](#)
[Report Listing](#)
[Earning Detail](#)
[Add Employee](#)
[Report Summary](#)
[Printable Report](#)
[Help](#)
[Exit](#)

The report has been successfully edited.

Save Save & Edit Report ☐ Ignore Warnings Search for SSN: Find

Pages: 1

SSN: 111-11-1122 Name: LEE, BRUCE

Remove Employee Record From This Report

Add Earning Period
Update Member Info

☐ Delete Earnings Earning Period: 06/2003 Plan: 2 Compensation: 2,000.00
☐ Record Complete Type: 03 Status: A Hours: 100.0 Member Cont: 13.00
Employer Cont: 26.40

[To Top of Page](#) [Save](#)

Using the DRS Web-Based Services

5. **Go to the Report Summary screen, enter summary totals and submit the report.**

In the boxes on the left-hand side of the screen, enter plan totals for compensation, contributions, and hours/days. Grand totals are calculated for you. When you have entered the totals, click the Submit Report button.

Washington State Department of Retirement Systems
WBET (CORRECTION RETIREMENT)

Employer Transmittal Summary

Employer: MARTHA CITY OF
Report Group: 5017 (PERS)
Report Period: 06/2003
Report Status: Saved

[My Services](#)
[Report Listing](#)
[Earning Detail](#)
[Add Employee](#)
[Report Summary](#)
[Printable Report](#)
[Help](#)
[Exit](#)

DETAILED SUMMARY INFORMATION	
Summary Totals Entered by Employer	Summary Totals Calculated per Report Detail
Compensation	Compensation
Plan 2 0.00	Plan 2 5,000.00
Total 0.00	Total 5,000.00
Member Contributions	Member Contributions
Plan 2 0.00	Plan 2 32.50
Total 0.00	Total 32.50

6. **Use the Printable Report screen to save a copy of the report.**

After submitting the report, you are taken to the Printable Report screen. This screen provides a summary of the report data. To print a paper copy of the report, click the Print Report button. To save an electronic copy in pdf format, click the Save Report to Disk button. (Pop-up windows will display for completing the print or save action.)

Washington State Department of Retirement Systems
WBET (CORRECTION RETIREMENT)

Employer Transmittal Printable Report

Employer: MARTHA CITY OF
Report Group: 5017 (PERS)
Report Period: 06/2003
Report Status: Submitted (7/17/2003 2:18:48 PM by B. Employer)

[My Services](#)
[Report Listing](#)
[Earning Detail](#)
[Add Employee](#)
[Report Summary](#)
[Printable Report](#)
[Help](#)
[Exit](#)

Summary information has been successfully submitted for processing by DRS.
REMINDER: Don't forget to save and/or print the report!

To print a paper copy of the report, click the 'Print Report' button.
To save an electronic copy to a file, click the 'Save Report to Disk' button.

Member Detail Information	
Plan 2	
111-11-1122	LEE, BRUCE
Address: 123 HOME OLY, WA 98765	
Eligibility Start Date: 06/01/2003	
Gender: M Birth Date: 06/06/1950	
Earn Period: 06/2003	Status: A Type: 03
Compensation	2,000.00
Mr Contrib	13.00
Emp Contrib	26.40
Hours	100.0

Using the DRS Web-Based Services

7. Make payment by check or electronically.

- If you're paying by check, click To Pay by Check. On the Printable Payment Advice screen, enter the payment number then print the screen. If you have Plan 3 payments, click Create Plan 3 Payment Advice and complete that screen. Mail the completed payment advices along with payment to DRS.
- If you're paying electronically, click To Make ePayment. You can use the ePay screens to submit electronic payment.

Washington State Department of Retirement Systems
WBET (CORRECTION RETIREMENT)

Printable Payment Advice

Employer: MARTHA CITY OF
Report Group: 5017 (PERS)

[My Services](#)
[Report Listing](#)
[Earnings Detail](#)
[Add Employee](#)
[Report Summary](#)
[Printable Report](#)
[Help](#)
[Exit](#)

This screen provides a printable payment advice for retirement dollars. To make payment to DRS:

1. Enter the payment number below and print this screen. (If the payment number is not available, print this screen and enter the payment number by hand.)
2. Mail a copy of the completed payment advice along with payment to the address shown below.

Plan 2 Payment				
Payment Number	Plan	Report Period	Invoice #	Amount
	2		06/2003	98.50
	2			
	2			

Using the DRS Web-Based Services

Submitting an Electronic Payment

1. Access the Electronic Payment (ePay) application.

The first screen is called Payment Advice Listing. To create a payment advice, select the organization, input the month and year of the report period, then click the New Payment Advice button.

Note: If you have already created a payment advice, it will display on the bottom of the screen and you can click the Select button to access it.

Washington State Department of Retirement Systems
PAYMENT ADVICE

[My Services](#)
[Payment Advice List](#)
[Help](#)
[Exit](#)

Payment Advice Listing

To create a new payment advice, select the appropriate organization and reporting period then click the New Payment Advice button.

Organization: Report Period: (MM/YYYY)

Employer Support Services
1-800-547-6657 ext. 47200; or 360-664-7200
drsemployer@drs.wa.gov
Monday - Friday, 8:00 AM - 5:00 PM (PST)

2. Provide the payment information.

You will be taken to the Payment Advice screen. In the Amount column, input the appropriate payment amounts for each system and plan. The total amounts are calculated for you.

Washington State Department of Retirement Systems
PAYMENT ADVICE

[My Services](#)
[Payment Advice List](#)
[Help](#)
[Exit](#)

Payment Advice

Employer: WASHOUGAL CITY OF
Report Period: 01/2003
Retirement Due Date: 2/15/2003

Please enter the payment amounts and select the scheduled payment date. Then you can either save the payment advice for later editing and submission, or you can submit now by pressing the "Submit" button.

Action	System	Report Group / Invoice #	Amount
Deferred Compensation Program Payment			
	DCP	899S62	<input type="text" value="0.00"/>
			Total Amount for DCP: <input type="text" value="0.00"/>
Plan 1 Payments			
	LEOFF	B128	<input type="text" value="0.00"/>
	PERS	5062	<input type="text" value="0.00"/>

Using the DRS Web-Based Services

—To make payment on an invoice...

Click the Add Invoice button to access the pop-up window. Type the Invoice Number and click the Continue button.

Washington State Department of Retirement Services
PAYMENT ADVICE

Add Invoice

Employer: WAS
Report Period: 01/2003
Retirement Due Date: 2/15/2003

Add Invoice Add WBET Amount

Please enter the payment amounts payment advice for later editing and

Invoice

Continue Cancel

Plan 1 Payments

Action	System	Report Group / Invoice #	Amount
		LEOFF B128	0.00
		PERS 5062	0.00

You will return to the Payment Advice screen. The invoice will appear under the appropriate system and plan. Input the amount you are paying and click Save. You can submit payment for all or part of the invoice amount.

Payment Advice

Employer: WASHOUGAL CITY OF
Report Period: 01/2003
Retirement Due Date: 2/15/2003

Add Invoice Add WBET Amounts Save Delete Submit

Please enter the payment amounts and select the scheduled payment date. Then you can either save the payment advice for later editing and submission, or you can submit now by pressing the "Submit" button.

Help
Exit

Action	System	Report Group / Invoice #	Amount
		LEOFF B128	0.00
		PERS 5062	0.00
		PERS #327358	0.00

Total Amount for Plan 1: 0.00

Using the DRS Web-Based Services

—To pull payment totals from WBET... Click the Add WBET Amounts button to access the pop-up window. You will only see a WBET report listed if it has been submitted to DRS and has the same report period as your payment advice. Check the report group(s) you want to add and click the Continue button.

You will return to the Payment Advice screen. The amounts from the WBET report will be broken out by system and plan and added to the appropriate columns. These amounts should match the system/plan amounts shown on the Printable Report screen in WBET. Click Save to save the changes.

Using the DRS Web-Based Services

3. Enter the scheduled payment date and submit payment.

You can select the payment date by clicking on the calendar icon at the bottom of the screen and picking the date from the calendar pop-up. Or, you can type the date directly in the Payment Date field. When the payment advice is ready, click the Submit button at the top of the screen.

—If there is an error, you'll see an error message. You will need to correct the error and resubmit.

Plan 1 Payments

LEOFF	B128	6.60
PERS	5062	0.00
✗ PERS	#327358	0.00

Total Amount for Plan 1: 6.60

Plan 2 Payments

LEOFF	B128	4,205.00
PERS	5062	0.00

Total Amount for Plan 2: 4,205.00

Plan 3 Payments

PERS	5062	0.00
------	------	------

Total Amount for Plan 3: 0.00

Total Payment Amount: 4,211.60

Scheduled Date of Payment (MMDDYYYY): (The date must be 3 banking days in the future.)

Calendar - Microsoft Internet ...

February 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

4. Save a copy of the payment advice for your records.

After submitting the payment advice, you are taken to the Completed Payment Advice screen. To print a paper copy, click the Print button. To save an electronic copy in pdf format, click the Save Copy to Disk button. (Pop-up windows will display for completing the print or save action.)

Washington State Department of Retirement Systems
PAYMENT ADVICE

Completed Payment Advice

Employer: WASHOUGAL CITY OF
Report Period: 01/2003
Retirement Due Date: 2/15/2003

Successfully Submitted

[Print](#) [Save Copy to Disk](#)

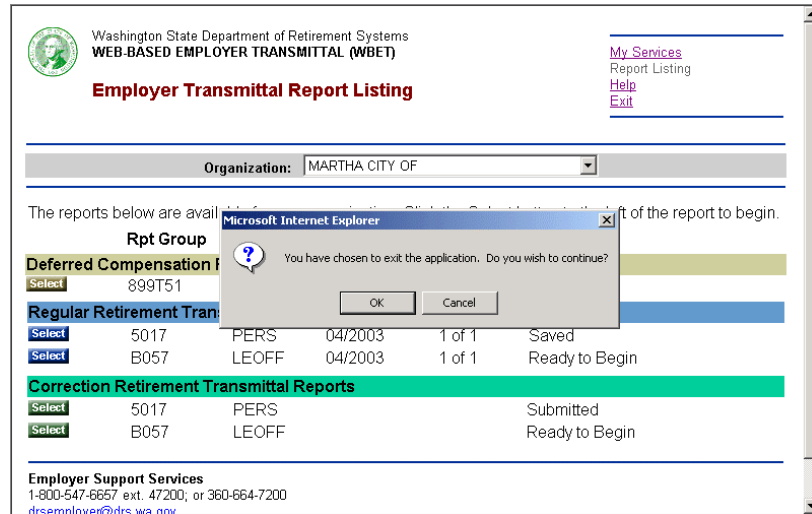
This is your completed payment advice. To print a paper copy for your records, click the 'Print' button. To save an electronic copy to a file, click the 'Save Copy to Disk' button.

System	Report Group / Invoice #	Amount
Deferred Compensation Program Payment		
DCP	899S62	0.00
Total Amount for DCP:		0.00
Plan 1 Payments		
LEOFF	B128	6.60
PERS	5062	0.00
PERS	#327358	0.00
Total Amount for Plan 1:		6.60

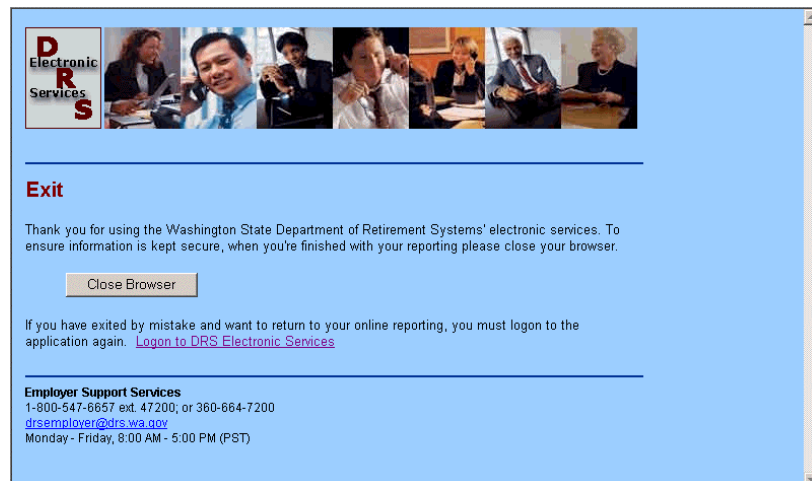
Using the DRS Web-Based Services

Logging Off

1. When done using the applications, click the **Exit** link.
You will see a pop-up window asking you to confirm that you want to exit. If you do, click OK. If you don't, click Cancel and you will return to the application.



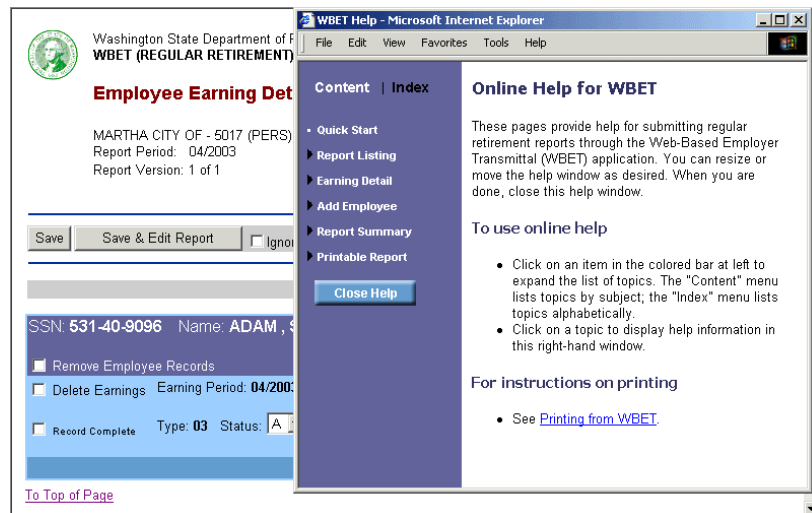
2. Use the **Exit** screen to finish logging off.
When you're done working, you should close the browser window that is open on your computer. Doing so will protect data in the application and keep others from being able to access it through the Internet. To complete logging off, click the **Close Browser** button.



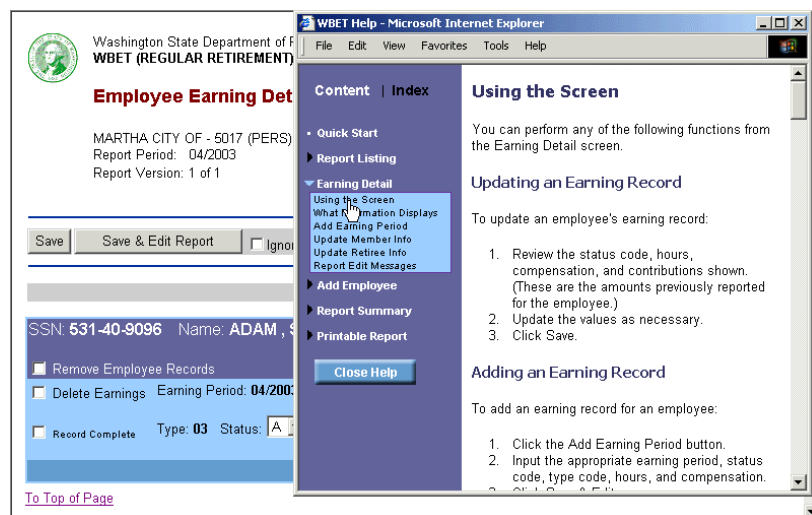
Using the DRS Web-Based Services

Using Online Help

1. If you need help while using the applications, click the Help link. You will see a separate browser window open. Help topics display on the left-hand side of the window. To view help topics alphabetically, click on the word Index at the top. The default is to view help topics by content.



2. In the help window, click on a topic on the left side to display help content on the right. When you click on a content area in the left-hand side of the window, a drop-down menu shows help topics. When you click on a topic, the help content displays on the right-hand side of the window. Read through the information to find what you need. When you are done, click the Close Help button.



Using the DRS Web-Based Services

Some Helpful Hints

Logging On, Navigating, Saving Data	<ul style="list-style-type: none">• Passwords are case sensitive. When logging on, be sure to type your password exactly.• Use the TAB key to move from field to field. Do not use the ENTER key.• Use the links in the top right corner to move to other screens. Do not use the BACK button in the browser.• Save work often so you don't lose it.
Using the WBET Application	<p>For Retirement Reporting</p> <ul style="list-style-type: none">• Use the Update Member Info screen to report an employee's end date. You don't need to report the "S" status code, just the end date. If you need to correct a reported begin or end date, contact DRS.• You can't change address information for retired or deceased members.• If your report is large, use the SSN search feature to find a particular employee on your report.• The application calculates contribution amounts for you but you can adjust these amounts.• You must click Save & Edit before submitting a report. When you edit a report, the application will display an error message if you have made a mistake.• If paying by check, you can print a pre-filled Payment Advice form and mail it to DRS with your payment. <p>For DCP Reporting</p> <ul style="list-style-type: none">• Any changes from the prior report are shown on the Change Report.• If your report total is negative, contact DCP Accounting for assistance at 1-800-423-1524.• If paying by check, you can print a pre-filled Payment Advice form and mail it to DRS with your payment.
Using the EPAY Application	<ul style="list-style-type: none">• The application calculates payment totals for you. To adjust these totals, enter new detail amounts.• You can only add WBET amounts if a transmittal report has been submitted through the WBET application and has the same report period as the payment advice.• Once a payment advice is picked up for processing, you can view it but can no longer make any changes. Once processing completes, the payment advice no longer displays on the Payment Advice List screen.